



- Current
- Proposed

Civil Service Classification: Associate Personnel Analyst
Working Title: Position Control Analyst
Division Branch Name: Division of Administrative Services, Human Resources Branch
Incumbent: Vacant
Position Number: 797-650-5142-951
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Non-Exempt
CBID: R01
Tenure: Limited-Term
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): N/A

DESCRIPTION:

Under the general direction of the Staff Services Manager I (Workforce Development Manager), and in collaboration with Human Resources Branch (HRB) staff, the Associate Personnel Analyst is responsible for position control for the California Department of Aging (CDA). This requires the incumbent to work closely with the CDA Budget Operations Bureau, as well as various control agencies, and respond to inquiries and requests from Budgets and Accounting timely. The APA will conduct periodic audits and handle the more responsible, varied, and complex technical position establishment, movement, and tracking. The tasks require a high level of initiative, interpersonal, analytical and communication skills and independence of action in carrying out the responsibilities.

ESSENTIAL JOB FUNCTIONS:

- 45%:** Monitors and maintains a position file of all approved established positions and a payroll header file of all changes to payroll headers. This includes maintaining and reconciling the CDA Position Roster regularly to ensure all CDA position and staffing changes are captured timely. Balance Schedule 8 and 7A each fiscal year with the CDA Budget Operations Bureau. Acts as a liaison with Budgets for all matters relating to STD. 607's; creates and submits position documents to the State Controller's Office (SCO) and Department of Finance, as necessary. Independently reviews and reconciles monthly periodic position control reports and takes corrective action to resolve complex position issues. Responsible for maintaining and reconciling the CDA organizations charts and ensuring compliance with the California Department of Human Resources (CalHR) Delegation Agreement; this includes preparing, and routing, the annual organizational charts for CalHR submission. Prepares and distributes monthly position control, vacancy, and roster reports. Serves as a staff resource for personnel/payroll issues and recommends alternative solutions, reviews various control agency letters, memos, and bargaining contract provisions.
- 30%:** Develops, prepares, and formats monthly reports using the Management Information Retrieval System (MIRS) from the SCO's database. Validates reports and handles confidential and sensitive information. Audits and researches the more complex personnel, and payroll transactions, to determine accuracy, and advises payroll unit of any corrections. Responds to inquiries regarding personnel/payroll issues and leave accounting discrepancies. Provides position and vacancy reports to the Workforce Development Manager on a flow basis, to assist with the development of program initiatives for workforce development.
- 20%:** Researches and analyzes laws, rules, regulations, policies, and bargaining unit contracts relating to personnel for impact on departmental operations, makes recommendations on related departmental policies. Develops and maintains Position Control policies, procedures, and department communication. Provides data for the development of policies and procedures relating to payroll, as well as departmental communications. Attends and prepares for various internal and external personnel-related meetings and forums. Conducts quality control audits and reconciling on Transaction and Classification and Pay items, to ensure compliance.

MARGINAL JOB FUNCTIONS:

- 5%:** Performs other job-related duties as assigned, including answers telephones and provides assistance to callers and other designated staff. Performs special projects and other job-related duties as assigned.

TRAVEL: Not Required

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the



position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR’S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor’s Signature and Date

Supervisor’s Name and Title

EMPLOYEE’S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee’s Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2024)



Duties meet class specification and allocation guidelines.

Exceptional allocation, STD 625 on file.

Analyst initials: TB Date Approved: 9/17/2024

Revision Date (if applicable): _____



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Primary Domain(s): N/A

DESCRIPTION:

Under the supervision of the Staff Services Manager I (Workforce Development Manager) and in collaboration with Human Resources Branch (HRB) staff, the Staff Services Analyst (SSA) is responsible for position control for the California Department of Aging (CDA). This requires the incumbent to work closely with the CDA Budget Operations Bureau, as well as various control agencies, and respond to inquiries and requests from Budgets and Accounting timely. The SSA will also handle technical and analytical payroll issues accurately, timely and exceed our customers' expectations. The tasks require a high level of interpersonal, analytical, and communication skills and independence of action in carrying out the responsibilities.

ESSENTIAL JOB FUNCTIONS:

- 40%:** Assists in monitoring and maintaining a position file of all approved established positions and a payroll header file of all changes to payroll headers. This includes maintaining and reconciling the CDA Position Roster regularly to ensure all CDA positions and staffing changes are captured timely. Reviews Schedule 8 and 7A each fiscal year with the CDA Budget Operations Bureau. Acts as a liaison with Budgets for all matters relating to 607's; creates and submits positions documents to the State Controller's Office (SCO) and Department of Finance (DOF), as necessary. Reviews and reconciles monthly periodic positions control reports and takes corrective action to resolve complex position issues. Responsibility for maintaining and reconciling the CDA organizations charts and ensuring compliance with the CalHR Delegation Agreement. Prepares and distributes monthly position control, vacancies, and roster reports and provides to manager to assist with the development of program initiatives for workforce development.
- 30%:** Formats monthly reports using the Management Information Retrieval System (MIRS) from the SCO's database. Validates reports and handle confidential and sensitive information. Serves as the timekeeping auditor responsible for reviewing personnel entries to the California Leave Accounting System (CLAS) for accuracy and timeliness, handles timekeeping issues. Conducts audits and researches personnel and payroll transactions to determine accuracy and advises payroll unit of any findings. Responds to inquiries regarding personnel/payroll issues and leave accounting discrepancies. Interprets federal and state statutes, regulations and policies relating to personnel for impact on departmental operations and makes recommendations to ensure compliance.
- 25%:** Documents Position Control processes and procedures to ensure consistency, by identifying gaps in process and gathering data to review and assess current practices and processes for efficiency. Attends mandatory training and various internal and external personnel-related meetings and forums and disseminates information.

MARGINAL JOB FUNCTIONS:

- 5%:** Answers telephones and provides assistance to callers and other designated staff. Performs special projects and other job-related duties as assigned.

TRAVEL: N/A

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.



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Employee’s Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, STD 625 on file.

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 02/2024)



Analyst initials: TB Date Approved: 3/7/2025

Revision Date (if applicable): _____